

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

October 3, 2006

**Aldermen Gatsas, Shea,
Garrity, Pinard, Duval**

5:00 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by Tom Callahan of Patriot Health Care.
4. Communication from Virginia Lamberton, Human Resources Director, recommending that the Public Health Director class specification be updated, outlined herein.
Gentlemen, what is your pleasure?
5. Communication from Virginia Lamberton, Human Resources Director, requesting that the two support positions assigned to the Ordinance Violations Unit in the Police Department be reclassified to the level of Customer Service Representative II.
Gentlemen, what is your pleasure?
6. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Public Works Director, requesting reallocation of the Equipment Service technician II, from a salary grade 13 to a salary grade 14.
Gentlemen, what is your pleasure?
7. Communication from Virginia Lamberton, Human Resources Director, requesting that the Grants Coordinator position be reclassified to a new title of VISTA Project Administrator, salary grade 20.
Gentlemen, what is your pleasure?

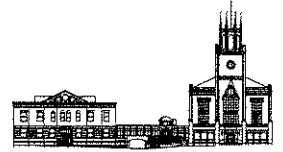
8. Communication from Virginia Lamberton, Human Resources Director, proposing change to Ordinance 33.048, Advancements Within Pay Range by replacing the term Promotion to Step Increases.
(Note: departmental performance appraisals survey enclosed.)
Gentlemen, what is your pleasure?
9. Communication from Virginia Lamberton, Human Resources Director, submitting proposed revisions to Ordinance 33.047 (Probationary Period) and Ordinance 33.048 (Advancements Within Pay Range) for the purpose of separating the subject matters and placing the appropriate language in the appropriate ordinances.
Gentlemen, what is your pleasure?
10. Communication from Virginia Lamberton, Human Resources Director, proposing an amendment to the Deferred Compensation Plan relative to allowing participants to “borrow” money from their account as now allowed by the IRS.
Gentlemen, what is your pleasure?
11. Communication from Chief Kane, on behalf of two members of the Fire Department; Jay Lacey-Equipment Mechanic II and Vincent Gillis, Jr.-Electronic Systems Technician I, requesting certification that their positions conform to RSA 100-A:1, VIII and meet the definition of “permanent fireman”, outlined herein.
Gentlemen, what is your pleasure?
12. If there is no further business, a motion is in order to adjourn.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



September 5, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Update Class Specification

Dear Alderman Gatsas and Members of the Committee:

As you know, Fred Rusczek, Public Health Director, will be retiring from his important position in November. Therefore, it seemed appropriate to review his class specification to ensure that it is up to date and accurate prior to hiring a new Director.

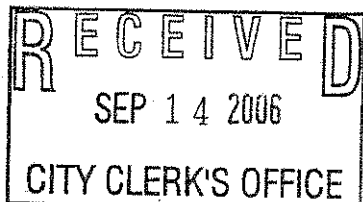
Fred has reviewed the class specification and has made a couple of recommendations. I am requesting that you approve these recommendations at your earliest convenience. The deletions are crossed through, the new duties are highlighted.

I am attaching a copy of the proposed class specification for your review and approval.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment



City of Manchester New Hampshire

In the year Two Thousand and six

AN ORDINANCE

“Amending Section 33.026 (Public Health Director) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Public Health Director, Class Code 7110
(see attached) exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Public Health Director
Class Code Number	7110

General Statement of Duties

Plans, organizes and directs the operations and activities of the Health Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Health Department. The work is performed under the supervision and direction of the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Health Department, in coordination with a top management team consisting of ~~the classes of Public Health Nurse Supervisor~~, *professionally diverse supervisors who oversee multiple programs. In addition, the incumbent in this program serves as the Executive Director of the City's Federally funded Homeless health Care Program.* The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Alderman, business and community groups, outside auditors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental staff in implementing the expressed goals, policies and directives of the Health Department;

- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address health issues within the City of Manchester;
- Develops and administers the Departmental budget;
- Confers with Department staff to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Provides status reports to the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Develops, implements and oversees *public health care* initiatives, including disease control, regulatory actions, health promotional activities, community health programs, school health, environmental health and related;
- Promotes health issues City-wide through public presentations, legislative initiatives, public/media relations and related;
- Participates in various aspects of personnel administration within the Departments, including hiring, termination, grievance procedures and coordinating employee training;
- Serves as the chief spokesperson for the Health Department;
- Performs special projects for the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.
- Oversees the day-to-day management of the City facility that houses the health department and other City agencies.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of current principles and practices involved with public health *care service* delivery;
- Comprehensive knowledge of existing local, State and Federal programs, funding sources and other resources which may be procured for health care initiatives;
- Comprehensive knowledge of disease control programs;
- Comprehensive knowledge of preventative initiatives in public health areas;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;
- Thorough knowledge of public/media relations principles;
- Ability to provide administrative direction within a municipal Department;

- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Public Health; and
- Extensive experience in public health programs, including administrative experience.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

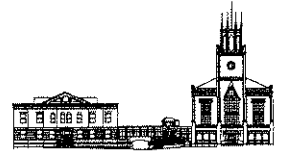
Approved by:_____ Date:_____



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Manchester, New Hampshire 03101
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September 27, 2006

Alderman Ted Gatsas, Chairperson
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

In July, Deputy Chief of Police, Gary Simmons, requested that this office review the support positions assigned to the Ordinance Violations Unit in the Police Department. As such, the incumbents completed position questionnaire and a desk audit took place. As a result of the desk audit, I am recommending that the two positions be reclassified from Customer Service Representative I, salary grade 11, to Customer Service Representative II, salary grade 12.

The Customer Service Representative (CSR) I, is distinguished from the Customer Service Representative II primarily due to a larger programmatic responsibility and greater administrative duties. The duties that are assigned to the CRS positions in Ordinance Violations are responsible for processing a wide range of citations. The process of processing citations includes entering important and accurate information into a database. The incumbents watch for failure to pay citations and must be fully trained on the State Spots system to ensure that information that is forwarded to the Police Department is perfect. Individuals that have received citations are often not happy about that. As such, disgruntled individuals are often at the window expressing themselves in less than a cordial manner. The CSR incumbents must maintain a dignified and professional response to the disgruntled people. The incumbents are also authorized to void citations if the violation was incorrect. Therefore, the incumbents must have knowledge of a variety of Ordinances and laws to do their work accurately and properly. In addition to the above, the incumbents must maintain cash and balance the drawer at the end of each work day.

These two positions are responsible for more than the CSR I's that I am aware of but have less complex duties than the CSR III's that I have looked at. Therefore, I am requesting that these two positions be reclassified to the level of Customer Service Representative II.

Alderman Ted Gatsas

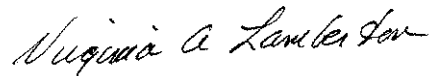
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September 27, 2006

I am attaching a copy of the class specification for your review and information.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachment

Cc: Chief Jaskolka
Dale Robinson



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Customer Service Representative II
Class Code Number	1030

General Statement of Duties

Performs a variety of clerical, general office duties, and information dissemination services for employees and visitors; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to serve as a central communication point within a City department and to provide clerical and administrative support functions to office personnel. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision may be exercised over other office personnel. This class is distinguished from the class of Customer Service Representative I due to a larger programmatic responsibility and greater administrative duties. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Answers department telephone calls, receives and greets visitors to the department and provides information to callers and visitors or refers callers and visitors to other appropriate departments or City personnel;
- Answers customer questions requiring detailed programmatic knowledge of Departmental operations;

- Follows up on complaints from customers involving gathering information from several Departmental and/or intra-Department sources;
- Prepares correspondence, lists and other documents on computer;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;
- Requisitions all department materials and supplies;
- Coordinates the work of other employees involved in customer service delivery;
- Copies, packages and distributes a variety of written materials as requested by office personnel;
- Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;
- Receives cash for designated items, makes appropriate change and reconciles cash drawers;
- Processes applications, licenses or related documents as necessary;
- Dispatches information to key Departmental personnel as necessary;
- Distributes incoming mail to all appropriate City departments;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Substantial knowledge of current practices and procedures involved in customer service delivery;
- Substantial knowledge of modern office procedures, practices and equipment;
- Substantial knowledge of modern office filing systems and procedures;
- Substantial knowledge of the function of services within the public sector, preferably within a municipality;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with City activities and policies;
- Ability to quickly learn the core area of knowledge of Departmental operations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to accurately count large amounts of money and make bank deposits;
- Ability to type correspondence and reports;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in general office operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: _____ Date: _____

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August 28, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reallocation, Equipment Service Technician II

Dear Alderman Gatsas and Members of the Committee:

On behalf of Frank Thomas, P.E., Public Works Director, I am requesting the reallocation of the Equipment Service Technician II, from a salary grade 13 to a salary grade 14.

The incumbent of the position requested that we look at the duties of the position to determine whether or not the position was properly graded. The first thing we noticed was that the position only needed four points to go to salary grade 14. In reviewing the minimum qualifications, the classification is not getting sufficient points to require experience and knowledge in welding. During the "desk audit", it was quite apparent that the nature of the work requires that an incumbent possess excellent welding skills in addition to being mechanically inclined. If you will look at the attached class specification under *Examples of Essential Work*, you will note that the first duty is to perform welding duties to heavy equipment including fabrication, repair and replacement of metal parts. The incumbent must know how to operate each piece of equipment, ie plows, loaders, graders, etc. etc. Once the equipment has been moved, then the incumbent must have solid skills and knowledge to fabricate and repair parts. This requires welding experience and knowledge.

In relative terms, regular truck drivers are not typically able to operate such diverse pieces of equipment, nor are they required to have the knowledge to repair the equipment. These positions are typically at salary grade 14. It seems apparent that to ensure that there is equity in pay, that the Equipment Service Technician II position be reallocated to a salary grade 14.

I am attaching a copy of the class specification for Equipment Service Technician II.

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Alderman Ted Gatsas

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August 28, 2006

Your favorable approval of this reallocation would be greatly appreciated. If you have any questions, I would be happy to answer them.

Respectfully submitted,

A handwritten signature in cursive script, reading "Virginia A. Lamberton".

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: Frank Thomas, P.E. Director

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City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Equipment Service Technician II, Class Code 5510 from Grade 13 to Grade 14 **non-exempt**

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Service Technician II
Class Code Number	5510

General Statement of Duties

Performs preventative maintenance on mechanical equipment and performs specialized repair assignments; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure equipment used in public works and related operations are in usable order and remains in service for the maximum amount of time. The work is performed under the supervision and direction of the Equipment Maintenance Superintendent II or other supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from class of Equipment Service Technician I by the performance of more complex repair duties, including welding responsibilities.

The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in both a general indoor and outdoor work environment with potential personal hazards. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Performs welding duties as applied to heavy equipment, including the fabrication, repair and replacement of metal parts;
- Cuts metal and related items using an oxy-acetylene torch;

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- Repairs and maintains snow plows and related equipment, including fabrication of some replacement parts;
- Examines vehicles and related equipment to determine service needs;
- Follows a preventative maintenance schedule to ensure vehicles and equipment have proper fluid levels;
- Changes engine oil and filters, air filters, fuel filters, transmission fluids and filters and related;
- Flushes gear boxes, transfers case fluids and differentials on various pieces of equipment;
- Monitors hydraulic systems and changes or adds fluids as required;
- Repairs two-way radios;
- Places and removes chains and salters on trucks for snow removal;
- Handles all petroleum, kerosene and other hazardous waste according to prescribed guidelines;
- Provides field service to equipment as needed;
- Operates equipment as necessary, including testing equipment after service as needed;
- Operates a power greaser, oil purifier, power lubber and related equipment;
- Maintains an inventory of parts and equipment;
- Maintains service records;
- Cleans vehicles and equipment as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)
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- Thorough knowledge of the operation and maintenance of gasoline and diesel engines;
- Thorough knowledge of the tools used in the upkeep of municipal vehicles;
- Skill in the service of engines and related equipment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

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- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in engine maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor engine servicing;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the City.

Approved by: _____ Date: _____

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September 27, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request to Establish New Class Specification
And Reclassify Existing Position

Dear Alderman Gatsas and Members of the Committee:

The City of Manchester has received a Grant Award and accepted federal funds from the Corporation for National And Community Service for the AmeriCorps VISTA Program. Dennis Hebert has been assigned the responsibility for administering this important program.

Currently, Mr. Hebert is classified as a Grants Coordinator, class code 9231, salary grade 18. The new responsibilities now necessitate that the position he occupies be reclassified to reflect his new duties and responsibilities. Therefore, we have drafted a new class specification to reflect his new duties. The proposed title for the class specification is VISTA Project Administrator. An analysis of the level of the duties and responsibilities assigned to this position warrant a salary grade twenty (20). Therefore, I am requesting that the Grants Coordinator position be reclassified to a new title of VISTA Project Administrator be established at a salary grade twenty (20).

I am attaching a copy of the class specification for your review and comments.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment

City of Manchester New Hampshire

In the year Two Thousand and six

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (VISTA Project Administrator) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Reclassify Grants Coordinator, Class Code 9231 to VISTA Project Administrator, Class Code 1011

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Reclassify Grants Coordinator, Class Code 9231, Grade 18, to VISTA Project Administrator, Class Code 1011, Grade 20 exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Reclassify Grants Coordinator, Class Code 9231, to VISTA Project Administrator, Class Code 1011, exempt (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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DRAFT

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	VISTA Project Administrator
Class Code Number	1001-20

General Statement of Duties

Plans, organizes and administers the operations and activities of the Manchester VISTA Project; performs related work as required.

Distinguishing Features of the Class

The principle function of an employee in this class is to provide administrative oversight to all operations and activities of the Manchester VISTA Project. The work is performed under the supervision and direction of a superior, but extensive leeway is granted for the exercise of independent judgement and initiative. Indirect supervision is exercised over the responsibilities of all Manchester VISTA Project program sites and program site supervisors. Direct supervision is provided for the BISTA Leader and all Manchester VISTA Project members. The nature of the work performed requires that an employee in this class establish and maintain effective working relationship with the Mayor, Board of Aldermen, Corporation for National and Community Service, City departments, community non-profit agencies, business and community groups, other State and Federal officials and the media. The principle duties of this class are performed in a general office setting.

Examples of Essential Work (illustrative only)

- Plans, organizes, administers and evaluates the work of the VISTA Leader and all Manchester VISTA Project members in implementing the expressed goals, policies and

directives of the Corporation for National and Community Service, Mayor and Aldermen, Federal and State regulatory agencies;

- Develops policies and procedures designed to increase the efficiency and effectiveness of the Manchester VISTA Project in addressing the poverty-related needs of the Manchester area;
- Maintains and develops relationships with local, State and national Corporation for National and Community Service staff.
- Develops and oversees program media, outreach and public relations strategies;
- Designs monitoring and reporting mechanisms to track implementation of policies and elicit specific recommendations for improvement of the VISTA Project Operations;
- Recommends any major shift in policies or procedures for future developments;
- Participates in various aspects of personnel administration within the VISTA project to include hiring, termination, grievance procedures and coordination of VISTA member training;
- Serves as the chief spokesperson for the VISTA Project;
- Performs special projects for the VISTA as assigned;
- Provides information and demonstrations concerning how to perform certain work tasks to new VISTA members in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of AmeriCorps*VISTA Program management, including development and implementation of policies and procedures involving every aspect of administering the VISTA Project;
- Comprehensive knowledge of all Federal regulations regarding the establishment of the Manchester VISTA Project;
- Comprehensive knowledge of the program needs of Manchester's needy and vulnerable populations;
- Comprehensive knowledge of Federal, State and local government operations and procedures;
- Comprehensive knowledge of marketing the AmeriCorps*VISTA and the Manchester VISTA Project;
- Comprehensive knowledge of current principles and practices of public and business administration;

- Comprehensive knowledge of budgetary principles;
- Comprehensive knowledge of AmeriCorps VISTA Program regulations;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to coordinate with the diverse and complex activities of a City departmental programming;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Political Science, Public Administration, Business Management or a related field; and
- Extensive experience in the management of a governmental and/or non-profit entity.

Required Special Qualifications

- Possession of a NH driver's license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____

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CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



July 19, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Change in Ordinance 33.048
Advancements Within Pay Range

Dear Alderman Gatsas and Members of the Committee:

Ordinance 33.048 (B), Promotion, should be changed to say Step Increases. If you will refer to the language in the body of the Ordinance, the language does not deal with promotions, but rather annual merit step increases. There is a separate ordinance that addresses rates of pay when an employee is promoted, Ordinance 33.046(E).

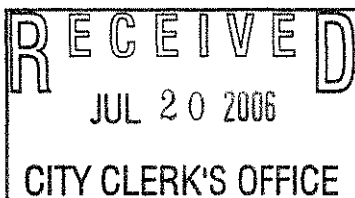
I am also recommending that the language in this Ordinance be consistent with the language that is in the Collective Bargaining Agreements. Specifically, if the Department Head does not do a performance the employee can assume his/her performance is satisfactory.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment



8

PROPOSED CHANGE IN ORDINANCE

33.048 Advancements Within Pay Range

Current Language:

- (B) *Promotion.* Employees may be advanced to the higher rates within the range as recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee, based upon their manner of job performance and length of service, except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop standardized forms and processes for use by department heads in assessing and rating employee job performance on an objective and equitable basis. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.

Proposed Language:

- (B) *Step Increases.* Full time employees may be advanced to the higher rates within the range as recommended by the department head and approved by the Human Resources Director or the Human Resources and Insurance Committee, based upon their job performance and length of service except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop a standardized form and process for use by department heads in evaluating employees' work performance. Such evaluation of work performance shall be made on an objective and equitable basis. An incomplete evaluation will be considered a satisfactory evaluation. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.

City of Manchester New Hampshire

In the year Two Thousand and six

AN ORDINANCE

“Amending Section 33.048 (B) (Advancements Within Pay Range) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend Section 33.048 (B), Advancements Within Pay Range, of the Code of Ordinances of the City of Manchester by deleting language stricken (---) and inserting new language as bolded (**bold**). Language of Section 33.048 (B) not struck through or bolded remains unchanged.

§ 33.048 (B) (ADVANCEMENTS WITHIN PAY RANGE)

(B) ~~Promotion. Employees may be advanced to the higher rate within the range as recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee, based upon their manner of job performance and length of service, except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop standardized forms and processes for use by department heads in assessing and rating employee job performance on an objective and equitable basis. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.~~

(B) **Step Increases. Full time employees may be advanced to the higher rates within the range as recommended by the department head and approved by the Human Resources Director or the Human Resources and Insurance Committee, based upon their job performance and length of service except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop a standardized form and process for use by department heads in evaluating employees' work performance. Such evaluation of work performance shall be made on an objective and equitable basis. An incomplete evaluation will be considered a satisfactory evaluation. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.**

II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

8



CITY OF MANCHESTER

Human Resources Department

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August 25, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Performance Appraisals

Dear Alderman Gatsas and Members of the Committee:

At the last meeting of the Human Resource and Insurance Committee, August 1, 2006, you asked me to find out how many employees had not had their performance evaluated for the last year. As such, I looked in every employees' personnel folder to determine if a performance appraisal had been completed between July 1, 2005 and June 30, 2006. The following represents my findings:

<u>Department</u>	<u>Percent Completed</u>
Airport	92%
Assessors	37.5%*
Building	75%
City Clerk	100%
City Solicitor	100%
Finance	100%
Fire	91%
Health	92%
EPD	87%
Highway	71%
Human Resources	100%
Info Systems	88%
Library	100%
MEDO	0%*
Parks, Cemetery, Rec	89%
Planning	72%
Police	99.9%
Senior Services	44%
Tax	100%
Waterworks	93%
Welfare	100%
Youth Services	73%

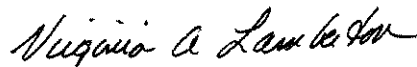
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- Both the Assessor's Office and MEDO had new Department Heads during FY06. My advice to those new Department Heads was to set work standards for their employees prospectively. At the conclusion of the first cycle of performance evaluation periods, they should then evaluate the employees based upon a year of observing their performance. It would not be fair or appropriate for them to try to do an evaluation for the previous year when they were not there to give work assignments and thus evaluate the employees' performance.

The City wide average for completing performance evaluations for FY06 was 82.5%.

I hope this information is what you wanted. If you would like any additional information, please let me know and I will provide it to you.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director



CITY OF MANCHESTER

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September 25, 2006

Alderman Ted Gatsas, Chairperson
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Alderman Gatsas and Members of the Committee:

At our last meeting, you asked me to survey the Department Heads to find out if any of their employees had gotten a merit step increase that they did not want to get a merit step increase. I surveyed the departments that did not have 100% of their performance evaluations completed and no Department Head has stated that any employee got a step that they did not intend to get a merit step.

I hope this answers your question. If not, please let me know and I will pursue it further.

Respectfully submitted,

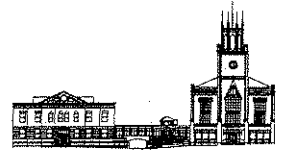
Virginia A. Lamberton
Human Resources Director



CITY OF MANCHESTER

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September 25, 2006

Alderman Ted Gatsas, Chairperson
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Amendments to Ordinances
33.047 and 33.048

Dear Alderman Gatsas and Members of the Committee:

Recently there was some confusion regarding two Ordinances that were inconsistent with one another. One of the Ordinances, 33.047 *Probationary Period*, also had language that was inconsistent with the compensation practices of the City.

Ordinance 33.047, *Probationary Period*, should speak to the purpose and length of probationary periods. Currently, there is language in the Ordinance that addresses increases in pay at the conclusion of the probationary period. Ordinance 33.048, *Advancements Within Pay Range*, already addresses when an employee can receive a merit step upon completion of the probationary period. Therefore, I felt it would be better to separate the subject matters and put the appropriate language in the appropriate Ordinance.

Attached please find proposed revisions to Ordinance 33.047 and 33.048. Hopefully by separating the language to the appropriate Ordinance will eliminate any confusion in the future.

Your favorable approval would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

PROPOSED AMENDMENT TO
ORDINANCE 33.047, PROBATIONARY PERIOD

September 22, 2006

Current: **33.047 PROBATIONARY PERIOD:** After initial appointment or promotion to a position covered by 33.020 through 33.082 of this chapter, the first six months of service in the position to which appointed or promoted shall be considered the period of probation, except uniformed Fire Department personnel and entrance level police personnel whose probation periods shall be for 12 months; provided however, that such fire and police personnel shall be eligible for pay advancement after six months employment, upon the recommendation of the department head. In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation. During the period of extended probation, the employee shall not be eligible for a step increase until such time as the employee has satisfactorily completed the extended probationary period. At the completion of the probationary period, the employee shall be eligible for a one step increase. In the event the employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be separated from the service, except that, in the case of promotion from a lower position, he shall revert to such lower position with the rate of pay to which he would have been entitled had he continued to serve in such lower position without promotion.

Proposed: **33.047 Initial Probationary Period**

- (A) Upon appointment to a regular full time position, the first six months of service in the position shall be considered the initial probationary period, except uniformed Fire Department personnel and police personnel whose initial probationary periods shall be for 12 months.
- (B) In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation.
- (C) In the event an employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be separated from service except in the case of a promotional probationary period, all efforts will be made to return said employee to his former position if such position is available.

City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

"Amending Section 33.047 (Probationary Period) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend Section 33.047, Probationary Period of the Code of Ordinances of the City of Manchester by deleting language stricken (---) and inserting new language as bolded (**bold**). Language of Section 33.047 not struck through or bolded remains unchanged.

33.047 PROBATIONARY PERIOD

~~After initial appointment or promotion to a position covered by 33.020 through 33.082 of this chapter, the first six months of service in the position to which appointed or promoted shall be considered the period of probation, except uniformed Fire Department personnel and entrance level police personnel whose probation periods shall be for 12 months; provided however, that such fire and police personnel shall be eligible for pay advancement after six months employment, upon the recommendation of the department head. In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation. During the period of extended probation, the employee shall not be eligible for a step increase until such time as the employee has satisfactorily completed the extended probationary period. At the completion of the probationary period, the employee shall be eligible for a one step increase. In the event the employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be separated from the service, except that, in the case of promotion from a lower position, he shall revert to such lower position with the rate of pay to which he would have been entitled had he continued to serve in such lower position without promotion.~~

33.047 INITIAL PROBATIONARY PERIOD

(A) Upon appointment to a regular full time position, the first six months of service in the position shall be considered the initial probationary period, except uniformed Fire Department personnel and police personnel whose initial probationary periods shall be for 12 months.

(B) In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation.

City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

"Amending Section 33.047 (Probationary Period) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- (C) **In the event an employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be separated from service except in the case of a promotional probationary period, all efforts will be made to return said employee to his former position if such position is available.**

- II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

PROPOSED AMENDMENT TO
ORDINANCE 33.048, ADVANCEMENTS
WITHIN PAY RANGE

September 22, 2006

Current: **33.048 ADVANCEMENTS WITHIN PAY RANGE**

- (A) *Initial hire.* An employee whose entrance is at a rate of pay below the maximum of the base range may be advanced one step in the appropriate range effective the date of the successful completion of the initial probationary period. Such advancement may be recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee.

Proposed: **33.048 ADVANCEMENTS WITHIN PAY RANGE**

- (A) *Initial hire.* An employee whose entrance is at a rate of pay below the maximum of the base range may be advanced one step in the appropriate range effective the date of the successful completion of the initial probationary period. Such advancement may be recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee.
- (1) Although Police and Fire personnel serve a twelve month initial probationary period, such personnel shall be eligible for pay advancement after six months of employment, upon the recommendation of the department head.

City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

"Amending Section 33.048 (Advancements Within Pay Range) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester by deleting language stricken (---) and inserting new language as bolded (**bold**). Language of Section 33.048 not struck through or bolded remains unchanged.

33.048 ADVANCEMENTS WITHIN PAY RANGE

- (A) *Initial hire.* An employee whose entrance is at a rate of pay below the maximum of the base range may be advanced one step in the appropriate range effective the date of the successful completion of the initial probationary period. Such advancement may be recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee.

33.048 ADVANCEMENTS WITHIN PAY RANGE

- (A) *Initial hire.* An employee whose entrance is at a rate of pay below the maximum of the base range may be advanced one step in the appropriate range effective the date of the successful completion of the initial probationary period. Such advancement may be recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee.
- (1) **Although Police and Fire personnel serve a twelve month initial probationary period, such personnel shall be eligible for pay advancement after six months of employment upon the recommendation of the department head.**

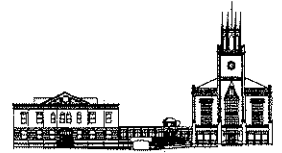
- II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
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www.ManchesterNH.gov



September 26, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Amendment to Deferred Compensation Plan

Dear Alderman Gatsas and Members of the Committee:

Recently an employee approached me to apply for a hardship withdrawal from his deferred compensation plan. Unfortunately for the employee, the reasons that he wanted to withdraw funds from his deferred compensation plan were not allowed by IRS rules. In investigating his request, it was brought to my attention by our Hartford Life Insurance Representative, that the IRS now allows participants to "borrow" money from their account.

As such, I set up a meeting with our representative, Scott Burbank, to meet with Tom Clark, Kevin Clougherty and me to discuss the loan program. What we learned is that an employee can borrow against his deferred compensation plan up to 50% of the balance. The employee must borrow a minimum of \$1,000. A general purpose loan must be repaid within five (5) years. A loan for primary residence must be repaid within twenty (20) years. The loan interest rate is established at prime plus one percent or two percent. The employee authorizes the City to take the loan payments directly from the employee's paycheck.

If the employee terminates employment prior to re-paying the loan, the employee must pay the entire outstanding balance of the loan plus any accrued interest. If the payment is not made by the end of the calendar quarter following the calendar quarter in which the default occurred, the loan plus any accrued interest will be in default and will be reported as taxable to the extent permitted by law and will be foreclosed upon at such time as the law permits. An early withdrawal penalty may also be applicable.

The loan is secured by a lien on the balance of the employee's deferred compensation plan.

The City is not lending the employee money. Rather, the employee is borrowing from himself plus interest. Treasury Reg. #1.457-6(f) provides for 457 plans to offer loans.

Alderman Ted Gatsas

- 2 -

September 26, 2006

I am attaching information regarding the loan program for your information and review. If you would like to have Scott Burbank from Hartford Life come to our next meeting to discuss this program, I would be happy to make those arrangements.

Respectfully submitted,

A handwritten signature in cursive script that reads "Virginia A. Lamberton".

Virginia A. Lamberton
Human Resources Director

Attachment



Loans

Table of Contents

Plan Sponsor Overview	2
Fast Facts	3
Checklist for Adding a Loan Feature.....	5
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Processing Loans	7
Repayments.....	7



Loans

Plan Sponsor Overview

Hartford Life's retirement programs and record keeping systems support plans which authorize participant contract loans. The scope of our program includes; loan modeling, loan initiation, repayment processing and ongoing reporting.

The following Fast Facts is intended to serve as a quick reference on the features of our Loan Program. Questions should be directed to your Plan Manager.

**THE HARTFORD GROUP RETIREMENT PROGRAMS
LOAN PROGRAM FAST FACTS**



The following information is intended to serve as a quick reference on the features of The Hartford's Government Market loan program available for 457(b), 403(b) and governmental 401(a) plans *.

FEATURES	
Loan Types / Loan Terms	<ul style="list-style-type: none"> • General Purpose Loan: 1 - 5 years • Primary Residence Loan: 1 - 20 years
Loan Minimum	• \$1,000
Loan Maximum	<ul style="list-style-type: none"> • The loan, when added to all other outstanding loans (if any), may not exceed the lesser of: <ol style="list-style-type: none"> 1) \$50,000 reduced by the highest outstanding loan balance(s) during the preceding 12 months. or 2) 50% of the participant's vested account balance accrued. The determination must be made by considering all plans sponsored by the employer. (Please note that additional limitations apply to plans with Self Directed Brokerage Accounts "SDBA".) • Outstanding loans from other retirement plans offered by the employer need to be taken into consideration in calculating the maximum loan amount. • Loans in excess of the limits described above may jeopardize the plan's tax status.
Effect of Borrowing on Account	<ul style="list-style-type: none"> • Proceeds of loan to be taken pro-rata from all available investment options (except SDBA). • SDBA balance, if applicable, <u>not</u> included in calculation of available loan amount. • Loan Security - A lien is placed on the account equal to the amount of the outstanding loan.
Loan Defaults	<ul style="list-style-type: none"> • A loan will be considered taxable to the participant (i.e. default) if no payments are made within a calendar quarter unless the plan allows a grace period before default. The grace period cannot extend beyond the last day of the calendar quarter following the calendar quarter in which the repayment was due. If payments are not made in accordance with the loan note's amortization schedule, and if applicable, the grace period, the loan will be considered in default. A loan default results in a deemed distribution for federal income tax purposes. For plan purposes, a deemed distribution does not result in an actual distribution. Until the loan is foreclosed, a participant still has the obligation to repay the loan.
Loan Foreclosure	<ul style="list-style-type: none"> • Foreclosing a loan ends both the repayment obligation and the loan's status as a part of the participant's accrued benefit. Loan foreclosures are subject to the terms of the loan agreement, the terms of the plan, and the terms of the Internal Revenue Code. Generally, a defaulted loan will be foreclosed no earlier than the earliest date in which the contributions securing the loan could be distributed under the terms of the Internal Revenue Code. The amount foreclosed is referred to in the regulations as a loan off set amount.
Loan Interest Rate	<ul style="list-style-type: none"> • Loan rate: "Prime + 2". However, a different rate may be set by a 401(a) or 457(b) plan sponsor. • Rate fixed for term of loan. • All interest repaid to the participant account - allocated to account per participant's current investment election.

* This loan program is not available with The Hartford Advantage Program.

**THE HARTFORD GROUP RETIREMENT PROGRAMS
LOAN PROGRAM FAST FACTS**



The following information is intended to serve as a quick reference on the features of The Hartford's Government Market loan program available for 457(b), 403(b) and governmental 401(a) plans ¹.

FEATURES	
Loan Repayment	<ul style="list-style-type: none"> • Repayment occurs via payroll deduction. 403(b) plans may provide for repayment by personal check. • Frequency (follows sponsor's payroll contribution schedule): weekly, bi-weekly, monthly, or semi-monthly. • Early repayment (in full) allowed; no partial prepayments allowed. • Repayments are returned to participant account according to their current investment election.
Limit on Number of Outstanding Loans	<ul style="list-style-type: none"> • Limited to two active loans at one time. • 403(b) are limited to one loan.
Loan Fees	<ul style="list-style-type: none"> • One-time set up fee may apply. • Fees are taken from participant account on a pro-rata basis from all investment options with a balance (except SDBA fund). • Set-up fee deducted from account in addition to principal amount of loan. • Annual maintenance fee of \$50.00 may be assessed quarterly (\$12.50 per quarter).
Documentation Applicable to Plan Sponsor or Participant	<ul style="list-style-type: none"> • Plan Sponsor's governing plan document must include a provision for loans [457(b) and 401(a) only]. • Plan Sponsor's Administrative Services Agreement with the Hartford (if applicable to plan) must make provision for loans [457(b) and 401(a) only]. • Participant Loan Application detailing terms, conditions and applicable fees. • Spousal Consent for Loan Security form (if applicable).
Plan Sponsor Reporting: Plan Summary Statements, Internet	<ul style="list-style-type: none"> • Plan Summary Statements detail net loan activity and outstanding loan balance. • Internet details net loan activity and outstanding balance. • Sponsor notification of loan defaults [457(b) and 401(a) only].
Participant Reporting: Statements, Confirms, Internet and VRU	<ul style="list-style-type: none"> • Loan confirm and promissory note issued with check to participant. • Loan amortization schedule. • Outstanding loan(s) and recent payments detailed on statements. • Internet detail includes: loan balance(s), date of loan, amount borrowed, interest rate, payoff date, last payment date and loan payment amount. • VRU detail includes: loan balance(s), payoff amount and loan modeling.
Program/ Funding Vehicle	<ul style="list-style-type: none"> • DCPlus™ Program - 457 Group Variable Annuity • Possibilities program - 457 or 401 Group Variable Funding Agreement • Premier Solutions program - 403(b) and 457 Group Variable Annuity

The Hartford does not provide tax, accounting or legal advice. Plan sponsors are advised to consult their attorneys and/ or tax advisors. regarding loan programs for their plans.

"The Hartford" is The Hartford Financial Services Group, Inc. and its subsidiaries, including issuing company Hartford Life Insurance Company.

Retirement programs are funded by group variable annuity contracts and group variable funding agreements issued by Hartford Life Insurance Company. Group variable annuity contracts are underwritten and distributed by Hartford Securities Distribution Company, Inc. where applicable. This presentation must be preceded or accompanied by a currently effective prospectus or disclosure documents (including the Program Overview, Program Highlights, Investment Option Fee Schedule and applicable historical investment option performance information), whichever is applicable. Read this material carefully before you invest or send money.

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Plan Sponsor Overview Adding a Loan Feature

1. Plan Document

- You must notify Hartford Life (your local Hartford representative or Plan Manager) of intent to add a loan feature.
- Determine which plan document is to be used: a) Hartford Life's specimen plan document providing for loans or b) a proprietary plan document.
- If using Hartford Life's specimen document, you must determine whether to execute a loan amendment to the existing plan document, or to execute a totally new plan document. Coordinate with Plan Manager.
- If using a proprietary plan document, you are requested to submit a copy of your plan document to your Plan Manager.

2. Administrative Services Agreement (ASA)

- Will be updated to reflect the loan feature and provided by your Plan Manager and/or your local Hartford representative.

3. Questions

- May be directed to your Plan Manager or your local Hartford representative.
- Your Plan Manager or local Hartford Representative will complete all necessary implementation paperwork and coordinate an implementation effective date.



Plan Sponsor Overview Participant Loan Requests

If your Plan allows, the participant may apply for a contract loan.

There are two types of loans available:

1. General purpose loans which must be repaid within 5 years.
2. Primary residence loans which must be repaid within 20 years.

Procedure for Requesting a Loan

A Loan Application & Agreement may be requested by calling our Service Center at 1-800-528-9009. A sample is attached or is available online at <http://retire.hartfordlife.com>.

The participant will provide the loan amount and duration desired, and Hartford will provide a loan quote. Hartford will complete the Loan Application and include the loan quote.

The Loan Application & Agreement, along with a loan quote, will be sent to the participant for the appropriate signatures(s).

The loan quote will expire in 15 business days. The loan quote will provide:

- Annual interest rate
- Finance charge (total amount of interest to be paid over the loan term)
- Total repayment amount
- Amount of payment per period
- Loan quote effective date
- Loan quote expiration date

If the Loan Application and Agreement is not received in good order at the Hartford Life's Home Office within 15 business days, the loan request will become void and will not be processed. A new loan quote must be requested.



Processing Loans

When Hartford Life's Home Office receives a Loan Application & Agreement in good order, the following will take place:

1. The loan will be processed.
2. A check will be mailed within 5 business days either to you, the Plan Sponsor, or the participant depending on your direction.
3. A loan amortization schedule will also be sent to the participant in a separate mailing. If repayments are to be made by salary deduction, an amortization schedule will also be sent to the you.

Repayments

If loan repayments are made by payroll deduction, repayments are made according to the your payroll schedule. Hartford Life will provide loan amortization schedules to both the participant and you.

If loan repayments are not made when due, Hartford will provide arrears letters and default notices to the participant and, if requested, to you.

See the specimen Loan Application & Agreement for more information.

Loan Application & Agreement

Overnight Mail Address:
Retirement Plan Service Center
Hartford Life Insurance Company
200 Hopmeadow Street, Simsbury, CT 06089

Mail Address:
Retirement Plan Service Center
Hartford Life Insurance Company
PO Box 1583, Hartford, CT 06144-1583



Group Contract Number:	Plan Name:	Social Security Number:
Employee Name: (Last, First, M.I.)		
Address:		
City:	State:	Zip:
Home Phone:	Work Phone/Ext.:	

A. EMPLOYEE REQUEST FOR LOAN

I understand that my Loan request will be processed as of the date received in good order at Hartford Life. All sections of this form must be completed for this Loan request to be considered in good order.

I understand that the amount of this Loan, when added to all loans made to me from this Plan (or any other retirement plan sponsored by the Employer) may not exceed the lesser of 50% of my vested Participant's Account balance or \$50,000 (as adjusted - See Loan Agreement Section, Effect of Borrowing-Limitations). I understand that the proceeds of my Loan will be withdrawn from my Participant's Account under the Plan against all investment choices (except a Self Directed Brokerage Account) and from each contribution source on a pro-rata basis. I understand and agree that the total loan amount due and payable will include a **processing fee** of \$50 to be deducted from my Participant's Account under the Plan in the same manner as the amount borrowed. Additionally, a **maintenance fee** of \$12.50 will be deducted from my Participant's Account at the end of each calendar quarter.

B. PROMISSORY NOTE

This Application will not be valid unless Section B is completed by the Hartford Life Home Office.

I promise to repay to my Participant's Account the Total Repayment Amount shown below subject to the following terms. See Loan Agreement Section, Effect of Borrowing-Limitations.

Loan amount requested (Not including the processing fee): \$ _____

I authorize loan repayments to my account through payroll deductions in accordance with the terms of my salary reduction agreement. Repayments will begin with the first payroll period ending on or after the end of the second week following the week in which the loan is issued. A loan amortization schedule will be prepared and mailed to you following the issuance of the loan proceeds. Please see the amortization schedule for your scheduled repayment due dates. If a repayment is not made, the entire outstanding loan balance including any accrued interest will be considered in default. (See Loan Agreement Section, Event of Default.)

Loan duration (Check one):

- ☐ This is a general purpose Loan. It will be repaid during a ____ year repayment period. (Select from 1 to 5 years)
- ☐ This Loan will be used to purchase a primary residence. It will be repaid during a ____ year repayment period. (Select from 1 to 20 years)

Annual Interest Rate _____ %

Finance Charge (Total amount of interest to be paid over the loan term) \$ _____

Total Repayment Amount \$ _____

Repayment Period (Check one) ☐ Weekly ☐ Bi-Weekly ☐ Semi-Monthly ☐ Monthly

Amount of Payment per Period \$ _____

Loan Quote Effective Date mm/dd/yy _____

Loan Quote Expiration Date mm/dd/yy _____

If this loan request is not received by Hartford Life within 15 business days of the loan quote effective date or if a withdrawal is made from your Participant's Account after the loan quote effective date and prior to loan issuance, a new loan quote will be required.

C. SIGNATURES

I acknowledge that I have received and read this Promissory Note and agree to all the terms and conditions of the Loan Agreement on the following page. I understand that I may fully repay the outstanding amount of this Loan at any time without penalty. I understand that my Participant's Account balance will be reduced by the entire amount of the outstanding balance of the Loan, plus any accrued interest, before any distribution is made to either me or my beneficiary.

Employee Signature _____ Date _____

I approve this loan as shown and certify that the above information in regard to the employee is true and accurate to the best of my knowledge.

Plan Administrator/ Employer Signature _____ Title _____ Date _____

Please make a copy for your records.

Hartford Life Use
Completed by: _____
Date: _____

Loan Agreement

You agree that the following Terms and Conditions will apply to the Loan from your Participant's Account, issued by Hartford Life Insurance Company ("Hartford Life").

Effect of Borrowing - Limitations

I may not request a loan, or have an outstanding loan, and also participate in the Installment (Systematic) Payment Option program.

Minimum Loan Amount: For all loans, the required minimum individual account value is \$2,000. The minimum loan amount is \$1,000.

Maximum Loan Amount: I understand that the amount of this Loan, when added to all loans made to me from this Plan (or any other retirement plan sponsored by the Employer) may not exceed the lesser of 50% of my vested Participant's Account balance or \$50,000 reduced by the highest outstanding balance on any Loan(s) made to me from this Plan (or any other retirement plan sponsored by the Employer) during the twelve-month period ending on the date this Loan is made. In calculating the maximum loan amount, Hartford Life has no information about loans that you may have with other providers. Hartford Life will use only information available under Hartford Life contracts to determine the maximum loan amount and will not be responsible for any adverse tax consequences that may result.

Number of Loans: I may have only one outstanding loan at a time.

Loan Duration

Principal and interest must be amortized and repaid at least quarterly.

Once a loan repayment period has been selected, that repayment period cannot be extended.

Effect of Repayment

As I repay this Loan, the repayments (both principal and interest) will be credited to my Participant's Account and invested in accordance with the terms of the Plan. Hartford Life will provide me with a complete repayment schedule for this Loan. Loan repayments will be made to the contribution source from which the Loan was taken and the current investment allocation election.

Loan Terms

The basic terms of the Loan are specified on the Loan Application. I promise to repay this Loan in the manner and to the extent required by this Agreement.

Repayment of Loan

During any period I am employed by the Employer, I hereby authorize the Employer to deduct from my salary, or amounts paid in lieu thereof, the repayment amounts set forth on the Loan Application. During any period of time when I am not receiving salary or amounts paid in lieu thereof (such as certain periods of layoff or leaves of absence) or my salary or other payment is insufficient to make the required repayment or if I should cancel my salary deduction authorization, I agree to make the scheduled repayment when due (or any deficiency therein) by check to the Employer. Loan repayment checks may be sent to:

Hartford Life Insurance Company
Retirement Plan Service Center
P.O. Box 1583
Hartford, CT 06144-1583

Please place the Hartford Life account number on the check when submitting loan repayments.

Event of Default

If any of the following events occur before this Loan, plus interest, is repaid in full, there shall be an event of default: (1) termination of my employment for any reason (including death); (2) a distribution is required to be made under a qualified domestic relations order affecting my Participant's Account and the distribution would exceed my interest in the Plan less the amount of the Loan outstanding plus accrued interest; or (3) my failure to repay the loan when due. Upon the event of default, I acknowledge that the entire outstanding balance of the Loan plus any accrued interest shall be considered immediately due and payable and interest will continue to accrue until the earlier of the date I repay the Loan in full or the date on which foreclosure occurs. If payment is not made by the end of the calendar quarter following the calendar quarter in which the default event occurred, the Loan plus any accrued interest will be in default and will be reported as taxable to the extent permitted by law and will be foreclosed upon at such time as the law permits. An early withdrawal penalty may also be applicable.

Early Repayment

I have the right to repay at the end of the quarter in full (but not in part) the outstanding principal balance of this Loan plus unpaid interest to the date of such repayment. Please call our Service Center at 1-800-528-9009 for a payoff quote.

Security Interest

I understand that the Loan shall be secured by a lien on my interest in the Plan equal to the value of the outstanding principal plus interest. Accordingly, I grant a security interest in, and a general lien upon, the vested balance of my Participant's Account as security for the payment when due of the principal and interest on the Loan.



Joseph P. Kane
Chief of Department

City of Manchester Fire Department

100 Merrimack Street • Manchester, NH 03101-2208

(603) 669-2256 Business • (603) 669-7707 Fax

www.ci.manchester.nh.us

TO: COMMITTEE ON HUMAN RESOURCES

FROM: JOSEPH P. KANE, CHIEF OF DEPARTMENT *J. P. K.*

DATE: SEPTEMBER 20, 2006

RE: NEW HAMPSHIRE RETIREMENT SYSTEM
GROUP II CERTIFICATION

I am submitting a request on behalf of two members of the Fire Department; Jay Lacey-Equipment Mechanic II and Vincent Gillis, Jr.-Electronic Systems Technician I to certify that their positions conform to RSA 100-A:1, VIII and meet the definition of "permanent fireman" (SEE ATTACHED).

On August 7, 2006 I received a letter from Virginia Lamberton (SEE ATTACHED).

In order to qualify for membership into Group II of the New Hampshire Retirement System a person must have following: (1) The authority and responsibility to engage in the prevention, control, or extinguishment of fires, and who performs activities that are required for and directly concerned with the prevention, control, or extinguishment of fires, including incidental non-firefighting functions. (2) As a job requirement is fully certified as a firefighter by the New Hampshire Fire Standards and Training Commission; and (3) As a job requirement shall meet all physical, mental, educational, and other qualifications for continuing certification as a firefighter that may be established by the certifying authority.

The Equipment Mechanic and Electronic Systems Technician positions within the department are required to report to multiple alarm fires to assist on the "fire ground". The Equipment Mechanic maintains the fire apparatus, i.e., fuels apparatus and maintains water pressure on the trucks. The Electronic Systems Technician oversees communication equipment assuring optimal equipment performance. Recently both Mr. Lacey and Mr. Gillis were involved with the emergency operations during the flooding which occurred during the week of May 14, 2006. Our standard operating procedure does not allow anyone to be on the "fire ground" at multiple alarm fires unless they are fully certified as a firefighter by New Hampshire Fire and Standards.

Both Mr. Lacey and Mr. Gillis were certified as firefighters by New Hampshire Fire Standards and Training on June 16th after eleven weeks of intensive training. (SEE ATTACHED)

I submit that Jay Lacey and Vincent Gillis, Jr. both meet the definition of "permanent firemen" and respectfully request that the Board of Mayor and Aldermen certify their positions.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



MEMORANDUM

To: Joe Kane, Chief
Fire Department

From: Virginia A. Lamberton
Human Resources Director

Re: Group II Certification

Date: August 7, 2006

In June, your office sent over two EIS forms to place two employees in the State Group II Retirement System. One employee is compensated as an Equipment Mechanic II and the other is compensated as an Electronic Systems Technician I. Due to my prior employment with the State of New Hampshire, your request appeared to be inconsistent with the provisions of RSA 110-A:1, VIII. Therefore, I sent your request to the Retirement System to determine whether or not it was provided for by law.

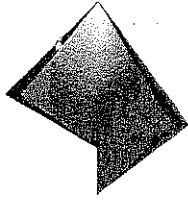
On August 4, 2006, I received the attached letter from Tamre McCrea, Field Representative, New Hampshire Retirement System. As you will note from her letter, it does not appear that it is appropriate to put these positions/employees into Group II. However, RSA 100-A1, VIII, states that the governing body, the Board of Mayor and Aldermen, may review the class specifications and if appropriate, certify that these positions conform to the definition of "permanent fireman". Then the attached forms would need to be completed and signed.

Please let me know how you would like to proceed. Thank you.

RECEIVED

AUG 08 2006

MANCHESTER FIRE DEPT



NHRS

New Hampshire Retirement System

RECEIVED

AUG 04 2006

BOARD OF TRUSTEES

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Rep. William Zolla

Robert S. Leggett
Executive Director

MS GINNY LAMBERTON, HR DIRECTOR
CITY OF MANCHESTER
1 CITY HALL PLAZA
MANCHESTER NH 03101

Dear Ms. Lamberton,

This letter shall serve as follow-up to your initial inquiry via phone call to Maureen Kryger on June 21, 2006, and a follow-up call on July 7, 2006. At issue in those calls was the proposed enrollment of two City of Manchester employees in the NHRS Group II classification as firefighters. The NHRS appreciates your conscientiousness in wanting to make the appropriate determination. You informed NHRS that those positions were Equipment Mechanic II ("Mechanic") and Electronic Systems Technician I ("Electrician") and you provided class specifications for both positions. You also informed us that the individual who occupies the Equipment Mechanic II position is a fully certified Firefighter/EMT. As a starting point of the classification analysis, below please find the applicable statutory provisions under RSA 100-A:1 and 3.

RSA 100-A:1, VIII: "Permanent fireman," for the purposes of membership in group II and other provisions of this chapter, shall mean any person, whether elected or appointed, who is regularly employed on a full-time basis by the state in a job certified by the director of personnel as conforming to the requirements of this paragraph, or by any of its political subdivisions in a job certified by the governing body of the political subdivision as conforming to the requirements of this paragraph, which job shall be in one of the following categories

(a) A firefighter who:

(1) Has the authority and responsibility to engage in the prevention, control, or extinguishment of fires, and who performs activities that are required for and directly concerned with the prevention, control, or extinguishment of fires, including incidental non-firefighting functions;

(2) As a job requirement is fully certified as a firefighter by the New Hampshire fire standards and training commission; and

(3) As a job requirement shall meet all physical, mental, educational, and other qualifications for continuing certification as a firefighter that may be established by the certifying authority. . . .

VIII-a. Notwithstanding the provisions of paragraph VIII of this section, "permanent fireman" for purposes of membership in group II shall not include any of the following:

(a) Any dispatcher, mechanic, electrician, laboratory or clerical worker, technical expert, or other person employed in a fire department or by the division of forests and lands who does not meet all the requirements of paragraph VIII; provided, however, that performance

MS GINNY LAMBERTON
August 2, 2006
Page Two

of such functions by any person who as a job requirement does meet all the requirements of paragraph VIII shall not disqualify the person from membership in group II; or

(b) Any other person whose normal duties entail only indirect, occasional, or short-term exposure, or no exposure, to the hazards of firefighting.

VIII-b. "Job requirement" as used in paragraphs VIII and VIII-a of this section shall mean a requirement that must be met as a condition for employment in a particular job, either from the date of hire or within a specified time interval not to exceed 2 years after the date of hire."

RSA 100-A:3, VIII: "If there is any doubt as to the proper classification of a job in the retirement system, the trustees shall determine whether the person holding the job is an employee, teacher, permanent policeman, or permanent fireman as defined in RSA 100-A:1; provided, however, that a 2/3 vote shall be required to classify the job in group II, and further provided that in the case of a newly-created job held by more than one person, the job shall be classified in group I unless it is explicitly placed in group II by the legislation creating the job in the case of a state job, or by a majority vote of the legislative body of the political subdivision in the case of a political subdivision job."

In reviewing the job specifications of the Mechanic position it is clear that the primary duties are those of an auto mechanic, with no mention whatsoever of firefighter duties or required qualifications. For example, under the "General Statement of Duties", is written: "*Completes mechanical repair and maintenance work on vehicles and heavy equipment associated with large civic construction projects; . . .*" Likewise, the first sentence under "Distinguishing Features of the Class" is "*The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition.*" A sentence later in that paragraph states: "*The principal duties of this class are performed in a maintenance shop . . .*" Acceptable training and experience identifies automotive and heavy equipment training and repair only. The required qualifications list only two: on-call status and a Class B Commercial Driver's License ("CDL") with air brakes. There is no mention anywhere in the class specification of the firefighter requirements under RSA 100-A:1, VIII. In fact, RSA 100-A:1, VIII-a, lists a mechanic as a position not qualifying for firefighter classification. Further, the normal duties of the mechanic position fail to identify even indirect, occasional or short-term exposure to the hazards of firefighting under the same statutory provision.

A similar determination is derived at upon analyzing the Electrician duties vis-à-vis RSA 100-A. The "General Statement of Duties" states in relevant part,

//

MS GINNY LAMBERTON
August 2, 2006
Page Three

"The principal function . . . is to maintain effective working emergency equipment. . . . The principal duties . . . are performed in both a general office environment and an outdoor work environment, with some exposure to high voltages." Training and experience references only electronics and/or microprocessor technology. The required qualifications lists the same two as in the Mechanic position - on-call status and a Class B CDL - as well as an FCC radiotelephone operator's license. Again, no mention whatsoever of any of the statutory firefighter requirements under RSA 100-A:1, VIII. However, the position of electrician, like that of a mechanic, is specifically identified under RSA 100-A:1, VIII-a, as a position not qualifying for firefighter classification.

RSA 100-A:1, VIII, requires that the governing body of the City's Fire Department review the Mechanic and Electrician job specifications in light of the statutory requirements and certify, if appropriate, that the jobs conform to the definition of "permanent fireman." If the governing body does make that determination, a Group II Certification Form is completed with governing body signatures (copies enclosed) and submitted to the NHRS.

If the governing body doubts the proper classification for these two positions, the provisions of RSA 100-A:3 VIII, apply and the NHRS Trustees shall make a determination as to whether the positions are Group II-eligible. The NHRS shall await the City's decision in this matter.

A close review of the sections relative to the NH Fire Standards and Training firefighter certification as a job requirement may be helpful in the City's deliberation to determination Group II eligibility. Please let me know if I might be of further assistance in this matter.

Sincerely,



Tamre McCrea
Field Representative

Enclosures
cc: City of Manchester file

NEW HAMPSHIRE RETIREMENT SYSTEM
4 CHENELL DRIVE
CONCORD, NEW HAMPSHIRE 03301-8509
(603) 271-3351

GROUP II POSITION CERTIFICATION FORM

INFORMATION:

- (1) Position Identification Number - is a unique number relating to a position occupied by one person. A town, for example, employing 20 employees under class "police officer" would assign a different position number to each of its 20 police officer positions. A position identification number will remain the same even as members occupying the position change. An employee reference number, such as a social security number, should not be used as the position identification number.
- (2) Governing Body - such as the board of Selectmen or Aldermen.

SECTION A: IDENTIFICATION *(Please type or print)*

Position Title Electronic Systems Technician	Position Identification Number 248
Employer Name Manchester Fire Department	Employer Account Number
Employer Address 100 Merrimack St	Employer Telephone Number 669-2256
Name of Present Incumbent (If any) Vincent Gillis, Jr.	

SECTION B: CERTIFICATION *(Please type or print)*

I/We _____ hereby certify that the above position satisfies all job requirements for Group II classification in accordance with the definition of:		
Check one:		
<input checked="" type="checkbox"/> Fireman, pursuant to RSA 100-A:1, VIII, VIII-a and VIII-b as amended.		
<input type="checkbox"/> Policeman, pursuant to RSA 100-A:1, VII, VII-a and VII-b as amended.		
_____ Signature	_____ Title	_____ Date
_____ Signature	_____ Title	_____ Date
_____ Signature	_____ Title	_____ Date
_____ Signature	_____ Title	_____ Date
Governing Body or Authorized Designee(s)		

VIII. "Permanent fireman," for the purposes of membership in group II and other provisions of this chapter, shall mean any person, whether elected or appointed, who is regularly employed on a full-time basis by the state in a job certified by the director of personnel as conforming to the requirements of this paragraph, or by any of its political subdivisions in a job certified by the governing body of the political subdivision as conforming to the requirements of this paragraph, which job shall be in one of the following categories

(a) A firefighter who:

(1) Has the authority and responsibility to engage in the prevention, control, or extinguishment of fires, and who performs activities that are required for and directly concerned with the prevention, control, or extinguishment of fires, including incidental non-firefighting functions;

(2) As a job requirement is fully certified as a firefighter by the New Hampshire fire standards and training commission; and

(3) As a job requirement shall meet all physical, mental, educational, and other qualifications for continuing certification as a firefighter that may be established by the certifying authority.

(b) A forest ranger of the division of forests and lands who:

(1) Has the responsibility to engage in the prevention, control, or extinguishment of forest fires and activities related to the fighting of forest fires;

(2) As a job requirement is fully certified as a forest ranger qualified to fight forest fires by the New Hampshire fire standards and training commission, or by the director of the division of forests and lands; and

(3) As a job requirement shall meet all physical, mental, educational, and other qualifications for continuing certification as a forest ranger that may be established by the certifying authority.

VIII-a. Notwithstanding the provisions of paragraph VIII of this section, "permanent fireman" for purposes of membership in group II shall not include any of the following:

(a) Any dispatcher, mechanic, electrician, laboratory or clerical worker, technical expert, or other person employed in a fire department or by the division of forests and lands who does not meet all the requirements of paragraph VIII; provided, however, that performance of such functions by any person who as a job requirement does meet all the requirements of paragraph VIII shall not disqualify the person from membership in group II; or

(b) Any other person whose normal duties entail only indirect, occasional, or short-term exposure, or no exposure, to the hazards of firefighting.

VIII-b. "Job requirement" as used in paragraphs VIII and VIII-a of this section shall mean a requirement that must be met as a condition for employment in a particular job, either from the date of hire or within a specified time interval not to exceed 2 years after the date of hire.